# Adobe Forms - User Instructions

## Ordering Adobe Form Designer

The Adobe Form Designer software may be licensed from Four Point Solutions (613) 769-3109 on the State Contract Number PD1787. The licensing cost is $400.00 and the optional maintenance is $75.00 a year. The other alternative is to license (or upgrade to) the Adobe Acrobat 7.0 Professional, which will include the Forms Designer (now called LiveCycle Designer). If your agency already has Adobe Acrobat 6.0 Professional (or 5.0) the upgrade cost should be about $90.00. For further information on licensing software you may email Elaine Oaks at [mailto:EOAKS@utah.gov?subject=Form Designer Licensing](mailto:EOAKS@utah.gov?subject=Form Designer Licensing).

## How to Deploy

To deploy a form to the Adobe Form Server, please do the following:

1) [Email](AdobeForms@utah.gov) ([AdobeForms@utah.gov](AdobeForms@utah.gov)) your request with the following information:
   a. Your Name
   b. Department
   c. Agency
   d. Phone number
   e. DAS Code
   f. Name of the form to be deployed
   g. The date by which the form must be active
   h. Email addresses of those to be notified upon submitting the form by end users
   i. State whether users of the form are to be authenticated or not
   j. Attach all images you want used in the form
2) Deploying using UMD authentication and pre-filling fields:
   a. If you would like fields on your form automatically filled when a user of the form authenticates with the Utah Master Directory (UMD), you must specify which fields you want pre-filled.
   b. You also need to reference these pre-fill fields in your form with the EXACT name of the field used within UMD. The following table lists the fields available using the names you must use in your form. Remember that the name IS case-sensitive.

| State | ZIPCode |
|---|---|
| TelephoneNumber | FullName |
| City | Pager |
| Email | Description |
| Fax | Forms |
| FirstName | Address |
| Title | Company |
| Role | Department |
| UniqueID | Initials |
| LastName | |

Attach the .XDP version of the form to your request (this is the version of the PDF file converted by the Form Designer).

**Saving Your Form Locally**
If you save an open form to your PC, the form will be saved without any of the data you have entered. If you wish to save the form WITH your data, you must first submit the form by clicking on the Submit button. You will then be informed that your form was submitted and you will be presented with a link to view the form. If you click on the link, the form will once again be presented to you with your data. Now you may save the form to your PC and have your data saved with it.

## Adobe Forms – Best Practices

1. Do not store confidential information on forms in a shared or unsecured database.
2. Because of recent news regarding security holes in the Adobe Reader version 6.0.2, we recommend upgrading to version 7.0, which has addressed these issues.
3. Each form name will begin with a two-character code designating the Department of the form's owner.
4. While authentication will be available for private forms on January 3, 2005, authorization will not be available until a later release. Please be aware that all state employees with a valid LAN ID and email address will be authenticated. However, you may not want all authenticated users to have access to your form.